GOVERNMENT OF ANDHRA PRADESH

A B S T R A C T

Skill Development &Training Department – Employment and Training – Academic Calendar and Guidelines for the Commencement of Academic Year 2020 – 21 for ITIs- Commencement of class work and Opening of Industrial Training Institutes w.e.f.23.11.2020 for Senior students & 14.12.2020 for Junior students - Orders – Issued.

SKILL DEVELOPMENT & TRAINING (E&T) DEPARTMENT

G.O.RT.No. 137 Dated: 16-11-2020.

Read the following:-

1. From the Spl. Commissioner, E&T, AP, Vijayawada, Letter No.I-1/707/2020, Dt:14.10.2020.
2. G.O. Rt. No. 433,HM&FW (B2) Dept., 05-10-2020.
3. From the Commissioner of Health & Family Welfare Lr. No. 980/CH&FW/Peshi/2020, Dt. 27-10-2020.

ORDER:

The Government of Andhra Pradesh have decided to open all the Educational Institutions and Industrial Training Institutes (ITIs) in the State on 23.11.2020 for Senior students and 14.12.2020 for Junior students for the academic year 2020-21.

2. In the reference 1st read above, the Special Commissioner of Employment and Training has proposed common Academic Calendar & Guidelines to be followed based on the Guidelines of DG&T, New Delhi issued in September, 2020 and revised SOPs of Ministry of Health & Family Welfare, Government of India, New Delhi.

3. Government, after careful examination of the matter, hereby accord permission to re-open all Industrial Training Institutes in the State on 23.11.2020 for Senior students and 14.12.2020 for Junior students for the Academic Year 2020-21.

4. The Government have also approved the common Academic Calendar & Guidelines to be followed for commencement of Academic Year 2020 – 21 for Industrial Training Institutes. The details of the Academic Calendar and Guidelines & Standard Operating Procedures (SOPs) for the commencement of Academic Year 2020-21 is Annexed-I, II & III respectively along with Checklist for College Administrators, Training Officers and other staff.

5. The Director, Employment and Training shall take necessary action accordingly in the matter.

(BY ORDER AND IN THE NAME OF THE GOVERNOR OF ANDHRA PRADESH)

G.ANANTHA RAMU
SPECIAL CHIEF SECRETARY TO GOVERNMENT

To
The Director of Employment and Training, AP, Vijayawada.

Copy to:
PS to Secretary to Hon'ble Chief Minister.
OSD to M (SD&T)
PS to Chief Secretary to Government.
P.S to Spl. Chief Secretary to Government, Skill Development and Training Department.
PS to Principal Secretary to Government, HM&FW Department.
Sf/Sc.

//FORWARDED//BY ORDER//

SECTION OFFICER

Annexure-I
Academic Calendar for the academic year 2020 –21

ACADEMIC CALENDER FOR THE YEAR 2020-21				
Sl. No	COURSES	COMMENCEMENT OF CLASS WORK	LAST WORKING DAY	COMMENCEMENT OF EXAMINATIONS
1-YEAR & 2 YEARS REGULAR ITI COURSES				
1	a)Senior students b)Junior Students	23.11.2020 14.12.2020	30.08.2021	As per the schedule being issued by the DGT, New Delhi.
INDUSTRIAL IN-PLANT TRAINING				
2.	a) for One year courses 3 months, for 2 year courses 6 months industrial training under Industry Institute Interface programme			
	b) under Dual system of training for One year courses 5 months, for 2 year courses 9 months industrial training under On Job Training (OJT) programme			
MONTHLY TESTS				
3.	a)Senior students b)Junior Students	Conduct monthly test in every first week of the succeeding month		

NOTE:-

1	Written Consent from the parent of the student to attend the institution shall be taken.
2	Undertaking of the student to abide by the COVID–19 guidelines shall be taken.
3	Government programmes like Swatch Andhra, Nadu-Nedu Program, etc. may be organized as per the convenience of the ITI.
4	The Principal shall make efforts to make good the lowest working days, if any by conducting extra-classes so as to adhere to the minimum 80 % of working days norm:.
5	For the current academic year the class work shall be conducted on 2nd Saturdays also.
6	6-day week shall be followed.
7	For slippage of working days due to any unavoidable reasons, compensation can be made by conducting class work on Second Saturdays, Sundays and other holidays, except on National Holidays and important festivals

(Contd..02)

Annexure-II

Guidelines and Standard Operating Procedures for the Commencement of Academic Year 2020 - 21

The ITIs are expected to implement blended learning system integrating conventional and online teaching and learning. They have to also introduce evaluation system using online and offline methods. The new challenges due to the prevailing situation can be better faced through blended learning systems. **The plan for academic continuity provided by Director General of Training, New Delhi may be followed to introduce blended (Online and Offline) Teaching-learning system.** The institutions are expected to develop workable models to continue the academic process without compromising quality and standards. Extra efforts are needed to ensure smooth functioning and to engage students, teachers and other staff to perform their duties and responsibilities effectively. The following are the SOPs and guidelines for making all the required facilities and services available for the effective functioning.

The **Standard Operating Procedure** outlines various generic precautionary measures to prevent spread of COVID-19, when Industrial Training Institutes are permitting students on the campus for the academic year 2020 – 21. All the ITI Principals are expected to comply with the COVID-19 related guidelines issued by the Ministry of Home Affairs and Ministry of Health & Family Welfare, Government of India and also the guidelines issued by the DGT on 29/04/2020 and 06/07/2020 regarding the modes of teaching, conduct of examinations, importance of physical distancing etc. Every ITI must be prepared in all respects to carry out the academic activities following necessary advisories/guidelines/directions issued by the Central/State Government, Director General of Training, New Delhi from time to time to prevent the spread of COVID-19.Each institution shall prepare detailed SOP in addition to the present one based on local conditions. A district-level, regional level task force shall be constituted to ensure compliance of SOP.

The Regional Deputy Director shall be vigilant and interact with Principals of all the ITIs on a continuous basis and take appropriate academic and administrative decision depending on the situation.

1. Generic Preventive Measures:

The generic preventive measures include basic public health measures that are to be followed to reduce the risk of COVID-19. These measures need to be observed by all (Staff, students& Visitors) in their places of work and study at all times.

These include:

i. Physical distancing of at least 6 feet between persons.
ii. Mandatory use of face covers/masks.
iii. Frequent hand washing with soap (for at least 40-60 seconds)or use of alcohol-based hand sanitizers (for at least 20 seconds).
iv. Respiratory etiquettes to be strictly followed. This involves strict practice of covering one’s mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing off used tissues properly.
v. Self-monitoring of health by all and reporting any illness at the earliest.
vi. Spitting shall be strictly prohibited.
vii. Installation & use of AarogyaSetu App.

(Contd..03)

2. Preparatory work for opening up of the Institutions

a) Planning:

i. Directions, Instructions, Guidelines and orders issued by the Central and State Govt. concerned regarding safety and health in view of COVID – 19 must be fully abided by the Institutions.

ii. Handle uncertainty among students regarding modes of teaching – learning, completion of courses, examinations, evaluations, declaration of results and the academic calendar etc,.

iii. Handle Anxiety, mental health & psychological issues of students developed during the lockdown period and fear of infection after the opening of Institutions.

iv. Take safety measures including sanitization of premises, thermal screening, ensuring physical distancing, face–cover/ mask wearing, respiratory hygiene and hand hygiene etc,.

v. The Head of the Institution should satisfy herself/ himself regarding the feasibility of the opening of Physical classes and decide accordingly.

vi. All work areas intended for teaching/demonstrations etc., including laboratories, other common utility areas shall be sanitized with 1% sodium hypochlorite solution, with special attention to frequently touched surfaces.

vii. Institutions, Hostels that were used as quarantine centers shall be properly sanitized and deep cleaned before functioning is resumed. Guidelines issued by Ministry of Health & Family Welfare for disinfection of common public places including offices may be referred to in this regard. https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingo ffices.pdf).

viii. Wherever skill based/laboratory training on equipments to be utilized, place the equipment 6 feet apart, wherever feasible, to facilitate physical distancing. Similarly, utilize any outdoor space by relocating equipment outside like in verandas, courtyard, shed, etc.

ix. At all times, the faculty and students shall maintain a physical distancing of 6 feet apart. Scheduling of activities and seating plan shall be made accordingly.

x. Ensure hand washing facilities along with provision of soap/hand wash liquids.

xi. For ensuring queue management, inside and outside the premises, specific markings on the floor with a gap of 6 feet shall be made. Similarly, physical distancing shall also be maintained in staff rooms, office areas (including reception area), and other places (mess, libraries, canteens, etc.)

xii. Weather permitting, outdoor spaces may be utilized for conducting faculty student interactions, keeping in view the safety and security of students and physical distancing protocols.

b) Scheduling of activities:

All employees who are at higher risk, especially older employees, pregnant employees and employees who have underlying medical conditions like Diabetes, Hypertension and other acute respiratory syndromes are to take extra precautions and should preferably not be exposed to any front-line work requiring direct contact with the students. iGOT online modules training course on 'basic awareness on COVID' (https://diksha.gov.in/igot/explorecourse/course/do_3130103899712552961 64) may be undertaken by all employees and students during online interactions or guidance sessions on the first day.

(Contd..04)

c) Availability and management of supplies:

i. Appropriate back-up stock of personal protection items like face covers/masks, hand sanitizers etc. shall be made available to the staff.
ii. Provide an adequate supply of thermal scanners, alcohol wipes or 1% sodium hypochlorite solutions and disposable paper towels, soap, IEC materials.
iii. Pulse oximeter to check oxygen saturation levels of any symptomatic person must be arranged.
iv. Ensure availability of sufficient covered dustbins and trash cans.
v. Provision for proper disposal of used personal protective items and general waste in accordance with CPCB guidelines (available at: https://cpcb.nic.in/uploads/Projects/Bio-Medical-Waste/BMWGUIDELINES-COVID_1.pdf)/
vi. Housekeeping employees to be informed & trained about norms for waste management & disposal.

3. **After opening of the Institutions:**

The institutions should train their staff and students to assist and undertake the work related to safety and health to prevent an outbreak of the pandemic in their campuses. Students should be allowed in campuses only after wearing of masks and gloves. Symptomatic persons should not be permitted to enter the campus and should be advised to contact the nearest hospital for clinical assessment.

a) At the entry point:

i. Entrance to have mandatory hand hygiene (sanitizer dispenser) and thermal screening provisions. Multiple entries and exits, if feasible, should be used for entry and exit.
ii. Crowding must be avoided at entry/ exit points. Staggered timings of entry and exit with limited strength should be allowed with 10 minutes interval to each section and they should not be permitted to congregate outside the Institution.
iii. Only asymptomatic persons (faculty, employees and students) to be allowed in the premises. If a faculty/employee/student is found to be symptomatic, he/she should be referred to nearest health care centre.
iv. Posters/standees on preventive measures about COVID-19 to be displayed in prominent places of the Institution.
v. Proper crowd management in the parking lots, in corridors and in elevators – duly following physical distancing norms shall be organized.
vi. Entry of visitors should be strictly regulated/restricted. In case complete contact details of the visitor should be maintained along with the names of the persons whom he/she meets.
vii. Institutions shall set up a proper high visibility campaign with signages, symbols, posters and hoardingsat appropriate places by indicating and the importance of proper mask usage, physical distancing and hand sanitizing to control and prevent COVID -19.
viii. The details of COVID – 19 cell established by the institution be prominently displayed containing the emergency number, help line number, contact details of persons to be contacted in case of any emergency in the Institution.

(Contd..05)

b) Conduct of guidance activities in the rooms or open spaces within the campus:

i. Seating arrangement to ensure a distance of 6 feet between chairs desks in classes, workshops, libraries etc., should be clearly marked. At leastone seat should be left vacant between two seats.
ii. Staggering of guidance activities to be done, with separate timing slots, to allow for adequate physical distancing and disinfection of classroom premises.
iii. Teaching faculty shall ensure that they themselves and their students wear masks throughout the conduct of the teaching/guidance activities.
iv. Sharing of items like notebook, pens/pencil, eraser, water bottle etc. amongst students should not be allowed.

c) Conduct of skill based training in workshops/laboratories:

i. For practical activities in laboratories maximum capacity per session based on redesigned spaces, may be planned and scheduled accordingly.
ii. Ensure that the equipment have been disinfected, particularly the frequently touched surfaces before and after each use.
iii. Ensure a floor area of 4sq.mper person is available for working on equipment/work station.
iv. Ensure that members sanitize their hands before and after using training equipment. For such purpose hand sanitizer should be provided at laboratories/workstations/simulation labs etc.

d) Activities in common areas – library, mess/canteen, common rooms, gymnasium etc.

i. Physical distancing of 6 feet needs to be maintained.
ii. Persons using the common areas need to use mask/face cover all the time.
iii. Cafeteria/mess facility, if any within the premises, shall remain closed.
iv. All programs and extracurricular activities should be avoided where physical distancing is not possible.
v. Adequate arrangements for safe drinking water at every section should be made available in the institution.

e) Transportation to and from the institution:

Students need to be encouraged to use bicycles or to come on foot to the institution. If transportation facility is provided by the institution, proper physical distancing, sanitization of buses/other transport vehicles (with 1% sodium hypochlorite or fumigation with suitable disinfectant shall be ensured. Staggered timings of commutation need to be practiced. For example, the institution timings need to be staggered. For some batches the institution may start at 08:00am and for others at 10:00 am to avoid overcrowding during commutation.

4. Teaching Learning Activities after reopening

Instruction Methodology:

The institutions are advised to follow blended learning system i.e. the combination of conventional class room teaching and online teaching shall be implemented.

- At any given point of time, there shall be only 50% of the strength on the institution campus. The students who are not permitted to the campus for conventional class room teaching shall be engaged through online teaching and learning methods until they get their turn to the institution campus.

(Contd..06)

- However as per the protocol 50% of the strength is divided into adequate no of batches ensuring not more than 20 students in a class.
- Flipped mode of learning need to be practiced, a combination of both in person classroom teaching and learning at home.

The instruction shall be for a period of 15 days for 1/2 of students, for 1st/2nd year of study as the case may be. Thus, the institutions have to run classes on the campus for 1/2 of the trainees of the ITI courses at a given point of time and the class work shall be planned in such a way that COVID guidelines are followed without any compromise. For the first 15 days, only 1st year students shall attend the classroom instruction. 2nd year students shall be engaged online. For the next 15 days, only 2nd year students shall attend the classroom instruction, 1st year students shall be engaged online.

Even for a particular class, say, 1st year, the students shall be split into 3 or more groups and staggered timetable shall be followed. For example: Let us consider **I year ITI course having Workshop Calculation& Science, Engineering Drawing and Employability Skills.** For one group if Workshop Calculation& Science is taught in the 1st period, for the second group Engineering Drawing is taught in the same 1st period and for the third group Employability Skills is taught. For the 2nd period the subject taught shall be swapped.

- However, it is not mandatory that the students should attend the institution. An option is to be given to the student either to attend the institution or to learn from home through online. The institution administration shall make arrangements for broadcasting live/recorded lectures or to make learning material available to the students not attending the classes.
- In this 15-day instruction, an over view of at least 02units of the syllabus shall be given to the students.
- Students of a particular class can be divided into three sections and teachers can be drafted to teach three sections simultaneously, wherever feasible ensuring 06 feet distance.
- The laboratory work also shall be completed simultaneously, giving due weightage.
- After completion of the15 days of instruction, the students of the batch will leave the campus.
- Staggered timetable shall be worked out for different years of syllabus. The respective institutions shall facilitate the instruction as per the available infrastructural facilities.
- The duration of each class shall be 60 minutes with a break of 5 to 10 minutes between the classes.
- After the end of each class, the students shall be asked to leave the class and to go into the open, by maintaining social distance and come back after 5 or 10 minutes for next class after cleansing their hands with soap/liquid hand wash.
- Toilets shall be cleaned/disinfected once in every hour.
- After the end of the 15 days of instruction on campus, the students need to be given the entire learning content as lecture notes as well as the schedule to be followed for the next 15-days on a day-to-day basis.
- Students should be made to actively engage with the teaching-learning process even when they are at home, till they come for the next round of classes. The faculty presence should be ensured by way of Whatsapp groups or through asynchronous learning using Bharth skills/ NIMI online portal.

(Contd..07)

- Assignments/Quizzes, etc, are to be administered through email for the students for the next 15 days and evaluation is to be done and communicated promptly. Assessment records shall be maintained periodically.
- The detailed video / audio lectures shall be uploaded on the institution website to facilitate learning while at home.
- Student attendance shall be recorded and monitored to satisfy 80% of working days.
- The First 1/2 of the students shall attend physical classes after the first 15-days of instruction is completed for the second 1/2 batch of students following until the syllabus is completed.
- Class Time-Tables need to be worked out accordingly.
- The same cycle shall be continued till the end of the year.
- Physical distancing and other health-and-safety precautions need to be followed.
- Students of one class shall not mingle with students of another class.
- While attending institution, a congregation of more than 3 people outside the classroom shall not be allowed.
- Proper ventilation shall be ensured in the classrooms. Doors and windows shall be kept opened.
- Sports and other extracurricular activities are strictly banned.
- Students, after going home shall take bath and keep away from old people and people with co-morbid conditions.
- All students shall be explained the importance of not spreading the infection to the family members at home, particularly to people at high risk.

5. Emergency Protocol

An emergency protocol will have to be defined in case a student is found symptomatic or has tested positive for COVID-19, to ensure calm is maintained and necessary actions are taken to quarantine and test peers living in the same accommodation.

6. Hygiene and Sanitation:

i. Daily cleaning of the floors shall be taken up with suitable disinfectants
ii. Provision of soap in toilets and hand sanitizers in other common areas in sufficient quantity must be ensured.
iii. Cleaning and regular disinfection (using 1% sodium hypochlorite) of frequently touched surfaces (door knobs, hand rails, chairs, benches, washroom fixtures, etc.) to be made mandatory in all class rooms, laboratories, other common areas etc. before beginning of classes and at the end of the day.
iv. Teaching materials, computers, laptops, printers, shall be disinfected with 70% alcohol wipes.
v. Deep cleaning of all drinking and hand washing stations, washrooms and lavatories shall be ensured.
vi. Students and employee should be advised to dispose of used face covers / masks in separate covered bins placed in classrooms, work stations and other common areas. The same may remain stored in the bins for 3 days and disposed off as dry general solid waste after cutting/shredding.
vii. Students should not be involved in any of the cleaning activities for health safety reasons.
viii. The institution shall build capacity of Staff/teachers to sensitize them about SOPs for preventing spread of COVID-19 infection.

(Contd..08)

7. Risk Communication

i. Create awareness to ensure the students do not gather when leaving the Institution and in their free time.
ii. Sensitize students, parents, faculty and employees to create awareness on COVID appropriate behavior, as detailed under generic measures above.
iii. If a student, faculty or employee is sick, they should not come to the Institution and follow necessary protocols in this regard.

8. Psycho-social wellbeing

i. Ensure regular counseling is done for students and faculty reporting mental health issues such as anxiety and depression.
ii. It is recommended that mentorship assignments are put in place formally and mentor-mentee discussions are recorded into an action plan and shared with the mentee.
iii. It is advisable that faculty, counsellors and/or mentors should work in unison to ensure emotional safety of the students.

9. SOP to be followed in case a student/faculty/employee develops COVID symptoms (fever, headache, cough, cold, sneezing and difficulty in breathing)

i. Place the ill person in a room or area where they are isolated from others.
ii. Inform parents/guardians as the case may be.
iii. Patient will remain isolated while wearing a mask/face cover till such time they are examined by a doctor.
iv. Immediately inform the nearest medical facility (hospital/clinic) or call the State or District helpline.
v. A risk assessment shall be undertaken by the designated public health authority (District RRT/treating physician) and accordingly further action be initiated regarding management of case, their contacts and need for disinfection.
vi. Disinfection of the premises to be taken up if the person is found positive.
vii. Establish tie - ups with nearby hospitals/ health centres/ NGO's/ Health experts for help and support in fighting COVID – 19.

(Contd..09)

Annexure –III

Checklist for College Administrators, Training Officers and other staff

Sl.No	Task	Yes/No
A	**Healthy Hygiene Practices are promoted and ensured**	
1	Students and Staff have been sensitized on good personalhygiene practices and proper hand washing technique (minimum 40 seconds)	
2	Signage's on Healthy Hygiene Practices have been displayed at prominent places in theInstitutions like classrooms, corridors, washrooms, reception area, etc. • Stop handshaking – use other noncontactmethods of greeting • Wash hands at regular intervals (wash for atleast 40 seconds) • Avoid touching face cover coughs and sneezes	
3	Adequate, clean and separate toilets for girls and boys	
4	Soap and safe water are available at age appropriate handwashing Stations	
5	Key supplies like thermometers (calibrated contact-lessinfrared digital thermometer), disinfectants, soaps, handsanitizers, masks, etc., are available in adequate quantityin the Institutions	
6	Health and hygiene lessons are integrated in every day teaching	
7	College building, classrooms, kitchen, water and sanitationfacilities, College transport facilities, surfaces that aretouched by many people (desks, railings, door handles, switches, lunch tables, sports equipment, window handles,teaching learning material, Machinery and Equipment etc. are cleaned anddisinfected at least once a day	
8	Adequate cleaning staffis made available in the Institutions	
9	There is enough air flow and ventilation in the Institution premises and that all windows are kept open during the working time	
10	Regular health screening of all staff and students in the Institutions	
11	Trash is removed daily and disposed of safely	
12	There is full time nurse or doctor and counselor availablein the Institution.	
13	The Institution has to tie up with the nearby hospital for dealingwith emergency	
B	**Physical/ Social distancing Measures have been implemented**	
1	Institution arrangements have been adjusted to avoid crowdedConditions	
2	Enough space has been created between the desks of the students.	

(Contd..10)

2. Check List for parents

Sl.No.	Task	Yes/No
1	Written Consent of the parent to attend the classes	
2	Regular monitoring of child's health.	
3	Keeping of child at home if she/he is ill or has any specific medical condition that may make them more at risk.	
4	Teach and model good hygiene practices at home. • Wash your hands with soap and water frequently or use an alcohol-based hand sanitizer with at least 70%alcohol. • Ensure availability of safe drinking water • Ensure clean and safe toilets at home • Ensure safe collection, storage and disposal of waste • Cough and sneeze into a tissue or your elbow and avoid touching your face, eyes, mouth and nose	
5	Ensure emotional safety of your child through different means.	
6	Prevent stigma by using facts and teach your children to beConsiderate of one another.	
7	Coordinate with Institution to receive information.	
8	Offer support to the ITI to strengthen Institution safetyefforts.	

3. **Checklist for Students**

Sl.No	Task	Yes/no
1	Whether undertaking of the Student to abide by the COVID - 19 rules is submitted	
2	You avoid stressful situation by talking and sharing with others and help keep yourself and your Institution safe and healthy.	
3	You protect yourself and others by wearing masks always continuously • Washing your hands frequently, always with soapor safe water for at least 40 seconds or using sanitizer	
4	Avoid touching face by hands • Avoid sharing cups, eating utensils, food or drinks with others **File No. SEI01-CTE0MISC/7/2020-TE (Computer No. 1255825)Generated**	
5	You act as a leader in keeping yourself, your Institution, family and community healthy by: • Sharing what you have learnt about preventing disease with your family and friends, especially with younger children • Model good practices such as sneezing or coughing into your elbow and washing your hands, especially for younger family members.	
6	You don't stigmatize your peers or tease anyone about being sick.	
7	Whether you have informed to your parents, another family member, or guardian, if you feel sick.	

G.ANANTHA RAMU
SPECIAL CHIEF SECRETARY TO GOVERNMENT

// FORWARDED :: BY ORDER //

SECTION OFFICER